



Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001
www.isbe.net

Jesse H. Ruiz
Chairman

Christopher A. Koch, Ed.D.
State Superintendent of Education

EXTERNAL VACANCY LIST

November 20, 2009
V.L. #09-01

Closing Date: Open until filled

ELIGIBILITY GUIDELINES FOR PRESENT EMPLOYEES OF THE ILLINOIS STATE BOARD OF EDUCATION:

Operations Employee: Employees who have performed satisfactorily for at least 6 months in their current assignment (or at the same administrative professional/subcategory level if employees have accepted a lateral appointment within the last six months) will be eligible to apply for Operations positions listed.

INSTRUCTIONS FOR APPLYING:

If you are interested in being considered for one or more of the vacant positions, you will need to download an official application at www.isbe.net/hr/Default.htm. Your set of application materials must contain the following:

1. **AN ILLINOIS STATE BOARD OF EDUCATION APPLICATION WHICH MUST BE RECEIVED (NOT POSTMARKED) NOT LATER THAN THE CLOSING DATE(S) SHOWN ON THIS VACANCY LIST. THE APPLICATION MUST INCLUDE**
 - the **position title(s)** for which you are applying,
 - the **inventory number** of each position applied for, and
 - your **social security number**.

No candidate recommended/approved for employment will be placed on the payroll until the SIGNED application is on file.

2. **A cover letter** which identifies how your training, experience, and/or coursework qualify you for this position.
3. **A detailed resume**, describing your education, training and experience.
4. A copy of your **transcript(s)** if the requirements of the position(s) for which you are applying require a degree(s). **No candidate recommended/approved for employment will be placed on the payroll until the official/original transcript(s) is on file.**

5. The “closing date” identified for each vacancy defines the date Human Resources will officially stop accepting applications and begin the screening/interviewing process leading to an employment recommendation. However, applications received after the “closing date” will be retained and may be considered if it has been determined the initial applicant pool did not produce a suitable candidate to recommend for employment.

Special Note: A faxed copy of required materials will be accepted as a temporary replacement for original materials. Materials faxed on the date identified as the closing date will be accepted up until the close of the work day, which is 5:00 p.m. Such faxed documents must be followed up and replaced by the original materials as soon as possible. The fax number for Human Resources is 217/524-0396.

Applicants will be contacted if an interview is to be scheduled. SHOULD AN APPLICANT HAVE A NUMBER OF APPLICATIONS PENDING WHEN APPOINTED TO A POSITION WITH THE ILLINOIS STATE BOARD OF EDUCATION, ALL SUCH APPLICATIONS WILL BE RESCINDED. However, if the applicant is a permanent employee of the agency and is selected for a lateral position, the lateral move will not rescind any pending applications for promotional positions.

Submission of an application/letter of interest for one or more vacancies will indicate that applicants understand and agree to appropriate screening procedures, validated typing scores, job simulations, interviews, reference checks, etc., as required by the Illinois State Board of Education.

BACKGROUND CHECKS

The Illinois State Board has implemented the practice of using the services of an outside vendor to run a background check on any/all external applicants recommended for employment. Each applicant invited to an interview will be asked to sign a release that identifies the applicant is aware, and approves the agency to secure the background check, should the applicant be recommended for employment by the hiring administrator. Refusal to sign the release will result in the termination of consideration of the applicant.

Salary Policy

The salary identified for a specific vacancy is either step 1 of the assigned salary lane or the minimum of the assigned salary range. The agency's policy regarding applicants not currently employed by the agency is to employ new staff at such entry levels unless sufficient evidence is provided by the recommending authority to consider a higher rate.

The Illinois State Board of Education is an equal opportunity/affirmative action employer. If you require a special accommodation in order to participate in the application or interview process, please call the Human Resources Department at 217/782-6434 or TTY 217/782-1900.

Notice to Applicants of Professional Positions

Based on an agreement reached between officials of the Illinois Teachers' Retirement System and the Illinois State Board of Education, effective January 1, 1995, all **new employees** hired by the Illinois State Board of Education to fill **professional** positions **shall contribute** to the **Teachers' Retirement System**.

SPRINGFIELD

MANAGEMENT OPPORTUNITY

DIVISION SUPERVISOR: Inventory #1146 – Center for Fiscal Support Services: External Assurance Division – Springfield Office

MONTHLY SALARY: Salary commensurate with education and experience.

DUTIES: Reporting to the Division Administrator of External Assurance, will provide day-to-day management of and supervision of professional staff; will assign work and evaluate the performance of staff; will provide technical assistance and leadership to staff; and, will implement ISBE Board Goals and the division business plan. Specific duties include: supervises and evaluates the performance of professional staff, including implementation of relevant ISBE Board Goals and division business plan. Supervises the on-site audit/monitoring schedule and visits. Develops and implements policies, procedures, forms, audit programs/monitoring instruments, work papers, audit coverage based upon risk analysis & statistical analysis, audit schedules and staffing levels in support of the division business plan. Assists in the development of and maintenance of a division database/tracking system. Provides technical assistance to External Assurance professional and support staff, management and program staff within ISBE, and to external customers. Assists the Division Administrator with risk analysis to determine revenue source selection for on-site reviews. Directs the work of the Peer Review Team, including training and follow-up with individual professional staff. Develops and presents information about External Assurance (in written and oral format) to professional organizations and client groups. Supervises "special audits/monitoring visits" and performs other duties as assigned.

EDUCATION REQUIRED: Master's Degree in Business Administration, Accounting, Education or a Bachelor's Degree in one of the listed fields plus five years of relevant professional experience. **(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

EXPERIENCE REQUIRED: Multiple years of professional experience in accounting, auditing, school business management or compliance monitoring required.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Comprehensive knowledge of accounting, auditing and financial management practices; knowledge of resource allocation and project coordination involving interdisciplinary teams and local school districts; knowledge of school business financial practices and procedures; demonstrated ability in accounting, auditing and financial management; demonstrated ability in performing compliance activities in a regulatory environment; demonstrated ability to define problems and apply problem solving techniques to complex issues; demonstrated leadership skills; skills in word processing, spreadsheets and other commonly used computer applications.

MANAGEMENT OPPORTUNITY

DIVISION SUPERVISOR: Inventory #1274 – Center for Standards & Assessments: Assessment Division – Springfield Office

MONTHLY SALARY: Salary commensurate with education and experience.

DUTIES: Reporting to the Division Administrator of Assessment, oversees contracts for assessment testing, monitors contractors' work, creates and executes student assessment project work plans and revisions as appropriate to meet changing needs and requirements of testing contracts and state and federal expectations; identifies resources needed and communicates those needs to contractors and staff/administration. Assists in providing day-to-day coordination and supervision of professional and operations staff; evaluates the performance of staff. Specific duties include: initiates and coordinates day-to-day operational aspects of a project and scope. Monitors and minimizes exposure and risk on project.

Effectively communicates relevant project information to administration. Assists in providing day-to-day coordination and supervision of professional and operations staff; coordinates, assigns and distributes work assignments to ensure compliance with necessary timelines. Evaluates the performance of staff including developing and monitoring goals, objectives and work assignments. Collaborates with teams to meet the project standards. Coordinates, under the direction of the Division Administrator, regular status meetings with contractors and division staff. Delivers well-organized status reports and project presentations. Coordinates assessment activities within the agency by developing an agency-wide project plan and coordinating the annual activities on an agency-wide basis. Coordinates with ISBE staff to assure project legal documents and billing are completed, signed and processed. Performs other duties as assigned.

EDUCATION REQUIRED: Master's Degree or Bachelor's Degree plus two years of professional experience relevant to project management. Master's Degree in Business Administration or Public Administration preferred. Project Management Institute Certification preferred. **(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

EXPERIENCE REQUIRED: Multiple years of project management experience including managing complex projects. Multiple years of previous managerial/supervisory experience in an office setting preferred.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Must possess evidence of project management skills. Effective leadership and mediation skills; excellent communication skills in a fast-paced environment. Ability to establish and maintain successful working relationships with management and other employees. Command of MS-Project and use of accepted project management methodology (per Project Management Body of Knowledge Guide, or other generally accepted project management methodology) preferred; familiarity with change management techniques preferred.

PRINCIPAL CONSULTANT: Inventory #1323 – Grants & Programs Division – Springfield Office

MONTHLY SALARY: Lane 4 – Minimum salary \$3,946

DUTIES: Reporting to the Division Administrator of Grants & Programs, provides services for the fiscal and programmatic implementation and monitoring of one or more state or federally funded education programs; reads and evaluates state and federal grant applications, participates as a member of a team of consultants; provides information and other resources to assure school and district compliance with the provisions of NCLB and other applicable legislation, with special emphasis on nonpublic participation in federal programs; seeks to improve overall instructional quality; serves as a point of contact and liaison with external educational service agencies and professional groups. Specific duties include: assists in implementing one or more federal funded grant programs to ensure their effectiveness and assure school and district compliance with all programmatic and fiscal regulations as related to AARA and NCLB applications. Performs grant evaluations and reviews and approves original and amended grant applications. Provides technical assistance, research, and other support services to assigned grants; provides support to schools as it relates to instructional improvement through written and verbal communication, onsite visits, and monitoring as appropriate. Reviews federal and state fiscal and programmatic documentation to determine implications for schools and districts, and appropriate forms for compliance and documentation required to show program goals are being met. Creates, prepares, participates in and provides prepared materials for workshops, conferences, and committees in order to disseminate information; collects input for agency policy development, guidance and other agency documents for schools and districts, and appropriate forms of compliance and

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monitoring, and other documents as needed. Assists in the planning, execution and coordination of division activities that support assigned federal grant programs to include quality enhancements, data storage and retrieval, internal and external communication, budgeting and analysis of legislation, and makes recommendations in these areas to the Division Administrator as appropriate or required. Participates in division, agency and other training activities to improve collective and individual knowledge, skills and abilities. Performs other duties as assigned.

EDUCATION REQUIRED: Master's Degree in Education or education field or a Bachelor's Degree in Education or education field with five years school improvement experience. Specialization in curriculum development, school improvement, policy analysis, research, program evaluation, assessment, grants management and/or staff development preferred. **(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

EXPERIENCE REQUIRED: Multiple years experience working as a teacher, as an administrator or in a consulting capacity with schools, preferably in schools with significant numbers of students from disadvantaged homes; experience developing and implementing grant funded programs; experience facilitating/leading formal school improvement efforts; experience in the design and delivery of professional development.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Knowledge of school improvement processes; basic knowledge of computers, spreadsheets, data entry and budgeting; ability to present complex information to lay and professional audiences effectively in formal and informal settings; ability to work effectively with and within diverse teams; ability to identify and locate resources; experience working with NCLB law and grants relating to NCLB; ability to define problems and apply problem solving techniques; ability to coordinate projects; ability to set schedules and timelines; highly effective communication skills, especially in writing and in speaking to a wide range of groups. Knowledge about strategic planning, research methodologies, organizational development and/or adult learning preferred.

PRINCIPAL CONSULTANT: Inventory #1112 – Center for Special Education & Support Services: Special Education Services – Springfield Division – Springfield Office

MONTHLY SALARY: Lane 4 – Minimum salary \$3,946

DUTIES: Reporting to the Division Administrator of Special Education Services - Springfield, is responsible for the development, implementation and evaluation of programs and procedural systems which impact on the services to students who have or are suspected of having a disability; monitors programs; participates in the review and recommendations for approval of contracts, grants or projects; acts as a communication link between various public entities; provides programmatic consultation and assists in the division's overall activities related to the support and improvement of educational programs. Specific duties include: serves as team leader and team member on focused monitoring reviews to local education agencies to ensure compliance with federal and state regulations, including analysis of data, on-site reviews, analysis of findings, preparation of reports with corrective action plans, and oversight of follow-up activities. Assists in the accomplishment of the division's regulatory functions of general supervision including conducting and providing technical assistance to educators, administrators, parent organizations, other agencies and the community on division initiatives, projects and requirements. Serves as the agency representative and provides technical assistance regarding collection and reporting of suspension/expulsion data including the development and implementation of activities associated with this indicator of the state performance plan. Serves as the agency representative on and provides technical assistance regarding IEP forms, notice and consent forms and procedural safeguards. Participates in the development and ongoing review/revision of publications, documents and other materials that are required to carry out the division's compliance activities. Performs other duties as assigned, including participating in professional development activities to improve knowledge and skills.

EDUCATION REQUIRED: Master's Degree in Special Education or Pupil Personnel Services (School Counselor, School Psychologist, School Social Worker) or a Bachelor's Degree in one of these areas plus two years of related experience. (**OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED**)

EXPERIENCE REQUIRED: Multiple years experience providing education, special education or pupil personnel services to students with disabilities in elementary and/or secondary schools within the last five years required; general experience working with students from diverse social and cultural backgrounds highly desired; experience in a variety of educational settings preferred.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Working knowledge of federal and state laws and regulations regarding students with disabilities; ability to communicate clearly verbally and in writing; knowledge of current issues and best practices in the field of special education; knowledge of methods, practices and procedures for serving students with disabilities in the least restrictive environment required. Knowledge of methods, practices and procedures for serving students with disabilities from diverse social and cultural backgrounds preferred; proficiency in Spanish or Polish preferred.

PRINCIPAL CONSULTANT: Inventory #'s 97, 867 & 1212 – Center for Fiscal Support Services: Data Systems Division – Springfield Office

MONTHLY SALARY: Lane 4 – Minimum salary \$3,946

DUTIES: Under general supervision, performs systems analysis/design, coding, implementation and documentation of sophisticated web-based systems in a large-scale web farm environment. Maintains existing web-based systems and updates system documentation in compliance with agency mandates. Communicates and consults with team members and end users as to system or information needs. Utilizes scientific methods, models, feasibility studies and plans to provide management with solutions to operational problems. Provides expert technical assistance to other division personnel. Acts as a project leader on team based assignments to determine what system development functions would be best completed by each team member. Performs other duties as assigned or required.

EDUCATION REQUIRED: Bachelor's Degree in Computer Science or related field or an Associate's Degree plus two years of recent training/coursework in current technologies and/or relevant experience. (**OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED**)

EXPERIENCE REQUIRED: At least two years of recent system design and computer programming experience on web-based systems; experience should include development of web-based systems utilizing Microsoft Visual Studio 6.0 and Microsoft Visual Studio.net, including database management systems such as SQL server and/or Microsoft Access; web application development experience should include working knowledge of ASP, HTML, JavaScript, Crystal Reports, CSS, ASP.net., ADO.net and VB.net. XML, XSL, XSLT preferred. Project management experience preferred.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Ability to think logically and correctly to interpret problems assigned; ability to communicate the results clearly to the end user in written, oral and graphical form; ability to assume a leadership role in project team assignments; ability to handle multiple projects at the same time.

PRINCIPAL CONSULTANT: Inventory #1302 – Center for Fiscal Support Services: Data Systems Division – Springfield Office

MONTHLY SALARY: Lane 4 – Minimum salary \$3,946

DUTIES: Reporting to the Division Administrator of Data Systems, performs systems analysis/design, coding, implementation and documentation of sophisticated web-based systems, such as the Teacher Certification Information System (TCIS). Maintains existing web-based systems and updates system documentation in compliance with agency mandates. Communicates and consults with team members and end users as to system or information needs. Provides expert technical assistance to other division personnel. Performs other duties as assigned or required. Specific duties include: works with division staff to assist in the updating, modifying and enhancing of TCIS, ECS, IAAMS and other ISBE systems as needed. This can include, but is not limited to, the complete recoding of existing systems. Works on the development of completely new systems as needed. Works collaboratively with other divisions and centers. Provides technical assistance and training to universities, ROEs, districts and other education related entities in areas of TCIS, ECS, and other ISBE software programs. Designs and updates additional databases as needed for the Center of School Support Services for All Schools. Continually monitors existing systems and provides recommendations to the Division Administrator and program management on suggestions for improvements to existing, or the need for the design of, new systems in an effort to make the program, division and center run more efficiently and to provide better customer service to the field. Collaborates with ROEs, higher education institutions, and school district administrators to improve data collections, analysis and use. Attends meetings, conducts research, and provides analysis to Division Administrator. Assists the center in running more efficiently in their collection and analysis of data, especially in the area of NCLB, transcript processing from higher education, and reporting systems. Participates and collaborates with the collection, storage, and sharing of data and of other information between ISBE computer systems and other systems such as the IBHE data warehouse; works with other divisions to develop technology systems that serve both internal and external entities. Performs other duties as assigned.

EDUCATION REQUIRED: Bachelor's Degree in Computer Science or Instructional Technology or an Associate's Degree in one of the listed fields plus two years of recent training/coursework in current technologies and/or relevant experience. (**OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED**)

EXPERIENCE REQUIRED: At least two years of recent system design and computer programming experience in web-based systems; experience should include development of web-based systems utilizing Microsoft Visual Studio 6.0 and Microsoft Visual Studio.net, including database management systems such as SQL server and/or Microsoft Access; web application development experience should include working knowledge of AP, HTML, Javascript, Crystal Reports, CSS, ASP.net, ADO.net and VB.net. XML, XSL, XSLT preferred. Project management experience preferred.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Ability to prepare reports as needed, aggregate and disaggregate data. Technical skills necessary for program enhancements. Good communication and presentation skills. Ability to think logically and correctly to interpret problems assigned; ability to communicate the results clearly to the end user in written, oral and graphical form; ability to assume a leadership role in project team assignments; ability to handle multiple projects at the same time; ability to interpret rules and legislation and to learn complex computer systems quickly and problem solve solutions.

PRINCIPAL CONSULTANT: Inventory #'s 1326, 1327 & 1328 – Center for Standards & Assessments – Springfield Office

MONTHLY SALARY: Lane 4 – Minimum salary \$3,946

DUTIES: Reporting to the Longitudinal Data System Project sponsor(s), provides support, management and guidance for improving the accuracy and actual use of data that are internal and external to the agency. Specific duties include: works with internal and external individuals to reduce data redundancy and ensures accuracy of data submitted to ISBE and released by ISBE. Provides guidance and assistance in the appropriate use and interpretation of data, facilitates the correction of errors and discrepancies, enables data access or data access restrictions depending on which is appropriate, and facilitates data sharing with internal and external customers. Provides input on data policy and standards and acts as a resource for data requests, assignments, requirements clarification and response review and approval. Develops and leads technical assistance webinars/training on data quality, data usage for policy and school improvement decisions. Participates, in cooperation with agency staff, in defining and running statistical checks and data auditing procedures and communicates data issues to agency management. Identifies business rules for each ISBE center. Creates, gathers and maintains data definitions in a data dictionary and is a source of knowledge and advocacy for data initiatives. Ensures that data projects maintain focus and meet deadlines. Tracks federal and state legislation involving data and translates the impact for the agency; communicates data requirements and acts as the subject matter expert for system development and enhancements. Performs other duties as assigned.

EDUCATION REQUIRED: Bachelor's Degree in Computer Science, Education, or Statistical Analysis, or an Associate's Degree in Computer Science plus two years of recent training/coursework in current technologies. Master's Degree in one of the listed fields preferred. **(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

EXPERIENCE REQUIRED: At least two years of recent systems analysis, data collection and reporting; experience working with large data files in a team setting; experience in designing and presenting technical assistance/training on data quality and the use of data. Knowledge of relational database management systems such as SQL server and/or Microsoft Access and report writers such as Crystal Reports preferred; experience working with data warehouse preferred.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Excellent communication and interpersonal skills; objectivity with the ability to negotiate consensus or reasonable compromise; ability to share an agency-wide perspective, open to change, diplomatic and team player; basic knowledge of IT systems and proficiency in SPSS, SAS or Transact SQL; proficiency with query tools and report writers; demonstrated written and oral communication skills, including the ability to communicate effectively with both technical and nontechnical audiences; proficient in the use of Microsoft Office products.

PROGRAM SPECIALIST I: Inventory #454 – Center for Standards & Assessments: Curriculum & Instruction Division – Springfield Office

MONTHLY SALARY: Lane 2/Tier 1 – Minimum salary \$2,298

DUTIES: Reporting to the Division Administrator of Curriculum & Instruction, provides specialized support activities for the staff whose primary responsibilities is the Illinois Reading First program; provides support for other division grant programs and staff; serves as point of entry for contacts from the field including phone calls and correspondences; provides general information to customers, routing more detailed requests to appropriate staff as necessary; and, performs basic operational functions such as typing, data entry, copying and filing. Specific duties include: prepares and mails all program specific materials to targeted educational entities. Screens RFPs, applications, budgets and other program specific documents for necessary materials required for approval prior to forwarding to the appropriate principal

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consultant and/or supervisor for further review and/or action; responsible for initial review of budget document accuracy, both narrative and numerical; responsible for the follow up and assurance that division program grants and documents are processed within the critical timelines. Establishes and maintains complex filing systems, list servs and databases for tracking and informational purposes for each assigned division grant program. Prepares and disseminates all necessary correspondences initiated by the principal consultants and supervisor to school personnel, parents and general public; applies general programmatic knowledge and requirements of the division grants. Some writing may be required. Performs general clerical duties such as typing, data entry, filing, faxing, copying, answering phones, setting up, ordering and help preparing all necessary materials for the successful implementation of the division program goals. Compiles information for special requests, including documentation of project budget totals and funding totals by project activities, and fills requests for publication/information to external clients. Performs other duties as assigned.

EDUCATION REQUIRED: High School Diploma; some college or technical training preferred. **(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

EXPERIENCE REQUIRED: Multiple years of secretarial or programmatic experience in a position involving grants, complex typing, computer work, bookkeeping/accounting or other specialized training.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Proficiency in Microsoft Word; proficiency in Excel with the ability to create mail merges; demonstrated writing ability with extensive knowledge of grammar, spelling and punctuation; excellent mathematical skills; extensive knowledge of business practices and basic accounting/bookkeeping procedures; extensive knowledge of office practices and procedures; ability to type 40 wpm **(APPLICANTS WHO HAVE NOT PASSED THE REQUIRED TYPING WILL BE CONTACTED TO COMPLETE A TYPING TEST)**; ability to comprehend and interpret policies and processes; excellent telephone and communication skills; excellent organizational and time management skills; excellent interpersonal skills. **(SIMULATIONS WILL BE INCLUDED IN THE INTERVIEW TO DEMONSTRATE ABILITIES IN WORD, EXCEL, WRITING AND MATHEMATICS.)**
